To: «School_Coordinator_Fname» «School_Coordinator_Lname» | «School_Coordinator_Title» | «School_Coordinator_Email» | «School_Coordinator_Phone»
Assessment Date: «Scheduled_Assessment_Date»
Sampled Grade: «Sampled_Grade»
Actual Student Enrollment: «Actual_Enrollment»
Assess All Students: «Assess_All_Students»

Subject: «School_Name» NAEP School Coordinator Tasks 3-5 due before your Preassessment Review Call

Greetings «School_Coordinator_Fname» «School_Coordinator_Lname»,

Thank you for completing the first phase of the National Assessment of Educational Progress (NAEP) assessment cycle by registering and providing your school's information on the MyNAEP website. School Coordinators who successfully complete all NAEP tasks during the assessment window, will be awarded renewal units by the Office of Public Instruction (OPI). These are the same tasks performed in NAEP 2015, however, considerable site modifications have been applied since the prior administration (see *List of MyNAEP Website Improvements* link).

In early December, the NAEP representative responsible for administering NAEP in your school will contact you to discuss how to complete the tasks under the **Prepare for Assessment** menu and to schedule your **Preassessment Review Call** (PRC).

This email is to notify you of the upcoming **Prepare for Assessment** activities this winter. The OPI has submitted «School_Name»'s list of students in grade «Sampled_Grade» to NAEP using the state student information system, Achievement In Montana (AIM). The information from that list of students is needed to complete Tasks 3-5, which will be available to you on MyNAEP after *December 7, 2015*. Dates for these tasks and expected times needed to complete the tasks are attached.

TO COMPLETE NAEP SCHOOL COORDINATOR TASKS 3 - 5, LOG ON TO MYNAEP AFTER DECEMBER 7, 2015:

1. **Review and Verify List of Students Selected for NAEP (Task 3)** by verifying and supplying any missing or incomplete demographic information before your scheduled PRC date.
2. **Complete SD/ELL Student Information (Task 4)** by providing relevant testing needs and accommodations for each SD/ELL student before your scheduled PRC date.
3. **Notify Parents/Guardians of Selected Students (Task 5)** by sending the letter home to parent/guardians before your scheduled PRC date. *These letters can be sent home via online newsletter, e-mail, or by postal service as long as the communication is accessible by parents/guardians of sampled students. If you already know your distribution method, Montana's Template Letter is attached to this e-mail. Based on your grade «Sampled_Grade» student enrollment, NAEP has selected «NAEP_Selection» «School_Name»'s grade «Sampled_Grade» students. Please note that Montana students will not be asked to take the student questionnaire during this assessment and this change is reflected in the 2016 Montana's Template Letter.*

Thank you in advance for your assistance with the NAEP process. I look forward to collaborating with you to ensure the successful administration of NAEP 2016! If you have any questions or concerns, please don't hesitate to contact me. You may reach me during normal working hours at **406.444.3450** or amcgrath@mt.gov.

Sincerely,

Ashley McGrath

NAEP State Coordinator, Montana Office of Public Instruction

Phone: 406.444.3450
Mobile: 406.240.2348
Website: http://opi.mt.gov/Reports&Data/NAEP.html
Email: amcgrath@mt.gov
NAEP Help Desk: naephelp@westat.com | 1-800-283-6237

P.S. - This is the fourth communication. In case you missed any of these e-mails or you would like more information about the contents of these communications, click here.

ENCLOSURES AND LINKS TO RESOURCES:

☐ Montana's Parent/Guardian Notification Letter, click grade 4 here | grade 8 here.
☐ MyNAEP Notify Parents/Guardians Step-by-Step Instructions, click here.
☐ MyNAEP Parent/Guardian Customization Checklist, click here.
☐ MyNAEP School Coordinator Checklist/Deadline Reminders, click here.
☐ The Preassessment Review Call Expectations, click here.
☐ Preparing for Assessment Overview, click here.
☐ List of MyNAEP Website Improvements, click here.

WANT MORE INFORMATION?

DBA Information

What Is The Assessment Like?

Explore Items